



10 JUN 1981

MEMORANDUM FOR: Director of Personnel

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Request for Advance Sick Leave

REFERENCE: 

1.  an employee of the Copy Center, Photography Branch, Printing & Photography Division, Office of Logistics, was hospitalized 27 May 1981 due to a severe heart attack. She is in intensive care and has requested 240 hours of advance sick leave. Her current leave balance is 21 annual and -96 sick as of 30 May 1981.

3. A doctor's certificate showing the nature of illness and period of incapacitation will be forwarded as soon as possible.

  
Harry E. Fitzwater

APPROVED:

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Director of Personnel\_\_\_\_\_  
Date

## Distribution:

- Orig - addse & return to DDA  
1 - D/Pers  
2 - DDA

Originating Office:

/s/ James H. McDonald

\_\_\_\_\_  
Director of Logistics

9 JUN 1981

\_\_\_\_\_  
Date

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